Position description

Lecturer

Position number	50128400
Department/Unit	Caulfield/Clayton School of Information Technology
Faculty/Division	Faculty of Information Technology
Classification (salary rates)	Level B/C
Employment type	Full time (1.0) or part time fraction (eg. 0.6)
Work location	Caulfield/Clayton campuses
Date document created or updated	19th April 2013

Position purpose

A **Lecturer (Level B/C)** is expected to contribute to the teaching, research, administrative and engagement activities of the Faculty and the University.

The positions will report to the **Head of School.**

The positions will be based at either the Caulfield or Clayton campus, but the appointees will be expected to carry out duties at both campuses, as required.

Applicants must be capable of undertaking high-quality teaching in one or more of the following areas:

- Computational Science (especially computational simulation modelling and visualicoation)
- Network and Information Security
- Software Engineering
- Mobile Computing
- Interaction Design and Digital Creativity

In addition, applicants for the position must be capable of contributing to the research agenda of at least one of the Faculty's strategic research flagships programs:

- Computational Biology
- Machine Learning
- Modelling, Optimisation and Visualisation
- IT for Resilient Communities

However, excellent applicants will be considered, even if their IT research falls outside these research flagships.

Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 63,000 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,200 full time equivalent staff. Almost 3,000 of these staff members are academic staff.

The **Faculty of Information Technology** is represented on three campuses in Australia – Caulfield, Clayton, and Gippsland – and in Kuala Lumpur and Johannesburg. It undertakes teaching and research across a broad range of information technology disciplines: computer science, computational science, intelligent systems, software engineering, network computing (including distributed and mobile computing), information systems (including enterprise systems), business intelligence and decision support, multimedia computing and applications, information management (including archival and library systems), and knowledge management.

The Faculty has almost 2,200 equivalent full-time student units, 120 full-time equivalent academic staff (including research and sessional staff), and 80 full-time equivalent professional staff (including casual staff). It is one of the few faculties of information technology in the world and one of the largest academic information technology units within a tertiary institution in the world. Its research-intensive, multidisciplinary, international capabilities provide it with a set of exciting teaching, research, and engagement opportunities that position it uniquely within the tertiary sector.

The Faculty has a strong commitment to providing the highest-quality learning opportunities for its students. It offers undergraduate, postgraduate, and research degrees. At the undergraduate level, all students undertake a set of core units. These units cover the core body of knowledge required by the Australian Computer Society of all students seeking to become information technology professionals. At the postgraduate level, the Faculty offers degrees that provide for the needs of (a) students who have undergraduate degrees in disciplines other than information technology and are seeking to learn more about information technology, and (b) students who have undergraduate degrees in the information technology field and wish to deepen their knowledge and skills in particular areas of information technology. The Faculty's research degrees are designed to produce high-calibre scholars who are capable of cutting-edge pure or applied research in either academe or practice.

The Faculty strives to undertake high-quality, high-impact research. It has chosen to focus its efforts the above four research flagship programs, namely:
- Computational Biology
- Machine Learning
- Modelling, Optimisation and Visualisation
- IT for Resilient Communities

These flagships provide a highly focused research direction in particular areas where the Faculty has significant and internationally recognised research expertise. In addition, they inform the teaching activities of the Faculty.

The Faculty engages actively with its external stakeholders. Through the Monash Passport Program, students have opportunities to undertake work-integrated learning and volunteering activities. Through the Faculty's research centres, staff and research students have opportunities to ground their work more firmly in the needs of industry, government, and the professions and to pursue commercialisation possibilities.

The **Heads of School** are accountable to the Dean for the academic leadership and management of the Schools including direction and management of its programs and academic and professional staff, and deployment of its allocated infrastructure and facilities.

The position is located at either the Caulfield or Clayton campus, but may be relocated to any other current or future campus, depending on the Dean's determination

Key result areas and responsibility

Teaching and Learning

- Preparation and delivery of high-quality lectures, tutorials, practical classes, demonstrations, workshops and studio sessions in units taught by the Faculty of IT.
- Marking and assessment.
- Consultation with students.
- Contribute to student academic counselling and pastoral care of students.
- Course and subject design with appropriate advice from and support of senior staff.
- Subject coordination.
- Supervision of major honours or postgraduate projects or theses.

Research

- Conduct research in conjunction with one or more of the faculty's research centres.
- Publish papers in high-quality, high-impact peer-reviewed conferences and journals.
- Provide high-quality supervision of higher-degree research students.
- Submit applications for competitive research funds
- Prepare and deliver research seminars.
- Establish and maintain intra-Faculty, cross-Faculty and cross-institutional research collaborations.

Internal Service

- Undertake a range of administrative functions, relevant to teaching and research.
- Participate in and contribute to School and Faculty meetings and activities

External Service

- Review papers for conferences and journals.
- Assess theses completed by students at other institutions.
- Participate in the professional aspects of the discipline of information technology including professional societies and consultancy activities as appropriate.

Key selection criteria

Essential

1. A PhD in a relevant field of information technology or engineering.
2. Demonstrated capacity to independently and effectively conduct lectures, tutorials, assessment and examination marking in relevant unit areas, and evidence of teaching quality (e.g., student evaluations, peer review, innovations in teaching delivery).
3. Excellent record of scholarly publications in refereed journals and conferences in one or more of the areas covered by the research flagships. Please indicate the area.
4. Ability to work collaboratively with colleagues.
5. Experience supervising postgraduate students. [Desirable for level B]
6. Demonstrated record of collaboration with external stakeholders. [Desirable for level B]
7. Demonstrated ability to obtain external funding for research. [Desirable for level B]

Desirable

8. Practical experience in information technology outside tertiary education including experience in the development of large software systems. Such systems might be commercial, open-source or research software.
9. A record of innovation in education.

It is essential for your CV to provide a list of your ten career-best publications where each is accompanied by a brief statement explaining its quality, impact and significance. For indicators of outlet quality please refer to either CORE quality rankings of conferences or journals (http://core.edu.au/index.php/categories/conference rankings/1 and http://core.edu.au/index.php/categories/journals/12.) or ERA rankings (http://www.arc.gov.au/era/era_2010/archive/era_journal_list.htm). For citations please refer to Google Scholar, Scopus, or Thomson Reuters.

In addition to your ten career-best publications, please provide a link to your Google Scholar profile.

Other job-related information

Occupational Health, Safety and Environment

All staff are expected to comply with safety instructions in their work environment and to familiarise themselves with OHS&E procedures. In addition, staff have the following responsibilities to:

- Take reasonable care for their own health and safety as well as that of other people who may be affected by their conduct in the workplace;
- Seek guidance about any new or modified work procedures;
- Ensure that any hacoardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor;
- Participate in meetings, training and other environment, health and safety activities;
- Cooperate with instructions given by emergency response personnel such as emergency wardens and first aiders;
- Ensure proper use of all safety devices and personal protective equipment;
- Cooperate with the University in activities relating to compliance with Occupational Health and Safety legislation.

Supervisors are responsible in a non-technical environment for:

- Regular monitoring of the work area;
- Actively reviewing work procedures to ensure all work is performed in a safe manner;
- Providing adequate instruction, information, supervision and training for staff;
- Ensuring that all accidents and incidents are reported and investigated in accordance with University policy and procedures.

Equity and Diversity

Staff with management or supervisory responsibilities must take all reasonable steps to ensure that the environment for students and staff is free from discrimination, vilification, and sexual harassment. They must, therefore, be familiar with their specific responsibilities as set out in the University's Discrimination and Sexual Harassment Grievance Procedures. All students and staff at Monash are entitled to enjoy an environment for study and work that is fair and equitable. In order to achieve this staff have the following responsibilities:

- Understand their rights and responsibilities as relating to the anti-discrimination legislation of the country in which they are working to ensure that all workplace practices are fair and equitable and do not disadvantage students or staff based on gender, age, disability, background or any other inappropriate basis;
- Seek guidance from the Faculty or the Equity and Diversity Centre about the possible equity implications of any new or modified workplace practices or procedures;
- Foster a working environment that is respectful of diversity in the workplace;
- Take appropriate action when aware of or suspicious of unlawful behaviour having occurred in the workplace;
- Participate in regular training and remain informed of the University's policies and procedures;
- Cooperate with the University in activities relating to compliance with equal opportunity legislation.

Code of Conduct

The Faculty of Information Technology is strongly committed to a set of values and behaviours that are integral to enhancement of the working environment for staff, improving services and facilitating organisational growth. The Faculty seeks to have employees who:

- Strive to add value for their clients
- Act with commitment to the Faculty's objectives
- Demonstrate innovation and flexibility
- Recognise each others' worth
- Seek continuous learning
- Display open and honest communication
- Work and collaborate together to achieve common goals
- Show trust and respect
- Act with integrity

Annual Leave

The taking of annual leave will not normally be approved during identified periods of peak workloads and is subject to approval by the Section Manager.

Other Information

Staff appointed to the Faculty of Information Technology may be required to work at different Monash campuses and locations from time to time.

Considering the requirement to work over multiple campuses, a current driver's licence would be advantageous.

Some attendance outside normal working hours (9.00am to 5.00pm) will be necessary for effective discharge of the position's responsibilities (e.g., possible delivery of night lectures, attendance at Open Day, attendance at graduation ceremonies, and participation in student recruitment events).

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships